



### **City of Georgetown**

THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR CODE ENFORCEMENT OFFICER: APPLICATIONS CAN BE OBTAINED ONLINE AT [GEORGETOWNKY.GOV](http://GEORGETOWNKY.GOV) OR AT 100 COURT STREET GEORGETOWN, KY 40324. APPLICATIONS WILL BE ACCEPTED UNTIL JUNE 6, 2013, CLOSE OF BUSINESS.

#### CODE ENFORCEMENT OFFICER

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

AFFIRMATIVE ACTION PROGRAM M/F/D/V

#### GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Prepare notices for the enforcement of codes. Assist in maintaining all records and documents in any action involved in code enforcement. Communicate with property owners, contractors and the general public regarding the requirements and standards of the City/County codes and ordinances. Enforce erosion protection ordinances. Issue necessary notices and corrective orders to ensure compliance with the Property Maintenance Code for Georgetown/Scott County Zoning enforcement; signs, etc. Assist with flood plain program and field any complaints. Maintain records on all activity. Prepare investigative documentation for presentation to Scott County Courts. As a member of Georgetown Police Department; will be called upon to perform some non-law enforcement Public Safety functions such as School Crossing Guard and funeral escorts.

#### MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Knowledge: : Associates degree in closely related field preferred, supplemented by three years related work experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for education training on a year-per-year basis. Background in and understanding of construction and inspection field. Certification in ICC Property Maintenance Code preferred.

**Knowledge:** Knowledge of municipal safety and nuisance laws; building and construction methods, including methods utilized in existing structures; principles and methods of ordinance enforcement. Familiarity with the City of Georgetown; knowledge of modern office terminology, practices, procedures and equipment. Knowledge of local court systems and processes.

**Skills:** Skill in the use of basic tools and other standard office equipment; to concisely prepare, organize and maintain field inspection data, reports and systems; to analyze and articulate complex situations and recommend solution; to exercise good judgment and tact in receiving and resolving complaints; to work with numerous activities simultaneously, each having specific demands, processes and procedures; to establish and maintain effective working relationship with City Officers, employees and the general public. Skill in basic traffic control functions.

**Abilities:** Ability to establish and maintain cooperative working relationships with contractors, building owners, other City/County departmental employees, City Officers and the general public. Ability to

communicate effectively, oral and written; integrity and creativity in problem solving. Must have the physical agility to inspect property, inspection to include detailed examinations of foundation, crawl space, interior, exterior, roof, wiring, plumbing and all other areas of an existing structure. Ability to present testimony in open court.